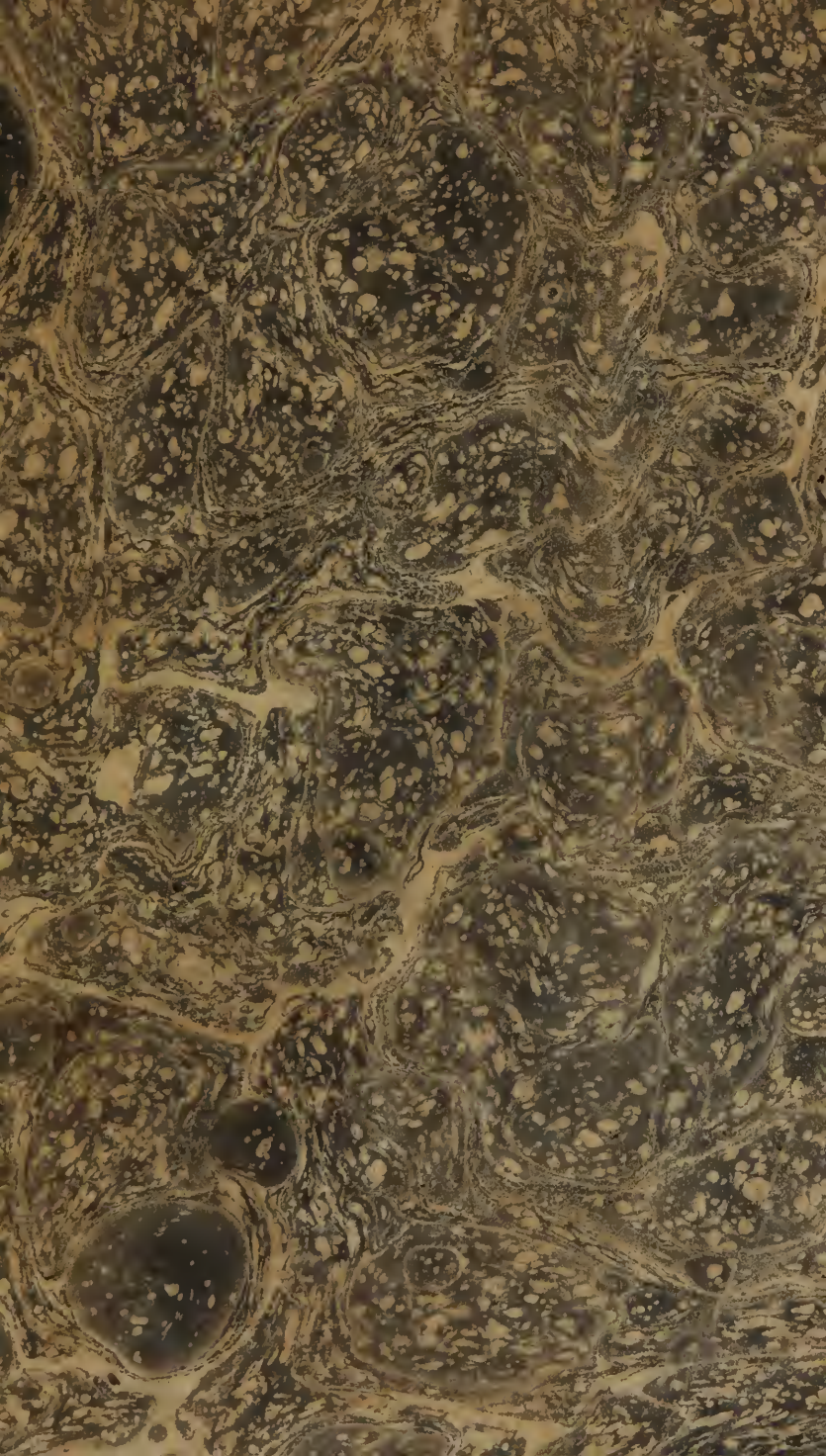


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BY-LAWS

AND

REGULATIONS

ORDAINED AND ESTABLISHED

BY THE

GOVERNORS

OF THE

✓
NEW-YORK HOSPITAL,

*FOR THE BETTER GOVERNMENT OF THE
OFFICERS, MEMBERS, PATIENTS,
AND SERVANTS OF THE
HOSPITAL.*

Passed 12th mo. (December) 7th, 1819.

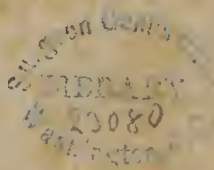


NEW-YORK:

PRINTED BY MAHLON DAY,

NO. 84, WATER-STREET.

1820.



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BY-LAWS, &c.



BE it ordained by the Governors of the Society of the New-York Hospital, and it is hereby ordained by the authority of the same, That the following rules and regulations be, and they are hereby established, as laws and ordinances of the said corporation ; and that all other by-laws, rules, and regulations heretofore made, be, and the same are hereby repealed.

CHAPTER I.

Of the Election of Governors and Officers.

ON the third Tuesday in May, in each year, an election shall be held at the New-York Hospital, for twenty-six Governors, at which election, three inspectors, (not being Governors) to be appointed by the Governors, at the stated meeting immediately preceding the election, or such of them as may attend, shall preside. But in case neither of them should attend, then the members convened shall appoint any two of their number to act as inspectors, and preside at the said election.

II. The poll of the said election for Governors shall be opened at eleven o'clock in the forenoon, and closed at two o'clock in the afternoon, on the same day : and every member of this corporation who shall vote at the said election, shall deliver to the inspectors a ballot containing the names of not more than twenty-six persons, as Governors : and the inspectors shall deposit all the ballots so delivered to them, in a box ; and shall insert the names of the persons so voting as aforesaid, in a poll list, to be kept by them for that purpose. And so soon as the poll of the said election shall be closed, the inspectors shall open and count the said ballots, and shall openly declare the names of the twenty-six persons who shall be found to have been elected Governors, by the greatest majority of all the votes given ; and shall deliver a certificate thereof, under their hands, to the secretary, to be by him laid before the Governors, at their next meeting.

III. In case the election of any of the said Governors shall be declared void, such Governor shall be removed from the exercise of his office. And whenever any Governor shall for any reason, be removed, or shall die, or resign, or refuse, or neglect to act in, and execute the

office for which he is chosen, then a new election shall be holden at the said Hospital, within thirty days after the office shall have become vacant, as aforesaid, to choose another member of this corporation in the place of the person whose office shall have become vacant, as aforesaid. And the time of such election shall be appointed by the president and any five of the Governors. And the president and the said five Governors shall cause notice of such election to be given in two of the news-papers, printed in the city of New-York, at least seven days before the time fixed for the same. And if the office of president shall be vacant, or in case of his absence or sickness, then the vice-president shall perform the duties above assigned to the president.

IV. The treasurer and secretary for the time being, or (in their absence) any two of the members of the corporation, to be nominated by those present, shall be inspectors of every such extraordinary election, and the same shall be conducted, as near as may be, in like manner as the elections herein before mentioned; and a similar poll list and certificate shall be made by the inspectors, and delivered to the secretary, previous to the next monthly meeting of the Governors.

V. At the first meeting of Governors, after every annual election, there shall be chosen by ballot, by the majority of the Governors present, one president, one vice-president, one treasurer, and one secretary.

CHAPTER II.

Of the Oath or Affirmation to be taken by the Officers of this Corporation.

I. The president and vice-president, for the time being, and the president and vice-president, of the preceding year shall respectively have power to administer to each of the officers mentioned in the next section, an oath or affirmation of the tenor following, viz. "I do swear, (or affirm) that I will faithfully and duly execute the office of
of the Society of the New-York Hospital, according to the best of my ability."

II. Every president, vice-president, governor, treasurer, assistant-treasurer, and secretary, shall take the said oath or affirmation, before he acts in his office.

CHAPTER III.

Of the President and Vice-President.

I. The president may call a meeting of the governors, whenever he shall think necessary, and may appoint the time and place of such meeting, (provided the latter shall be in the city of New-York) giving, at least, one day's notice thereof.

II. The president shall preside at all meetings of the governors,

and shall preserve order therein ; he shall nominate all committees, except such as shall be chosen by ballot.

III. When the office of president shall be vacant, or when the president shall be absent, the vice-president shall succeed to all his rights and duties.

IV. The president and vice-president shall visit the hospital and asylum, at least once in every month, to inspect the general state of the institution, and shall report their observations thereon to the next monthly meeting of the governors.

CHAPTER IV.

Of the Governors.

I. A monthly meeting of the governors shall be held in the governors' room, at the hospital, on the first Tuesday in every month, at four o'clock in the afternoon.

II. Seven governors, including the president or vice-president, shall be a quorum for transacting all business, except the alienating any of the real or personal estate of the corporation, or the leasing any of the real or mixed estate thereof, for a longer term than one year, or for the suspending or discharging an officer, physician, or surgeon, for which purposes the consent of a majority of all the governors shall be necessary.

III. The governors shall annually appoint, by ballot, four physicians and four surgeons to the hospital, and also a physician to have the sole care of the lunatics in the asylum, who shall receive commissions under the seal of the corporation : and every physician and surgeon, hereafter to be appointed, shall hold his office until the first stated monthly meeting of the governors, to be held after the next ensuing annual election, or, unless re-elected, until another is appointed in his stead. But no person shall be appointed physician or surgeon, unless he shall have been nominated to that place, at a previous monthly meeting.

IV. If any officer, physician, or surgeon, shall become unfit to execute his office, or shall misdemean himself in his office, contrary to any of the by-laws of this corporation, or refuse or neglect to execute the same, the visiting committee, or any member of the corporation may exhibit against him a complaint in writing to the governors, at a legal meeting ; and thereupon a notice of the said complaint shall be given to the person complained of, and a time shall be appointed (not less than six days after service of the said notice) for the person complained of to make his defence before the governors : and the governors having examined into the truth of the complaint, and heard the defence of the party accused, if any shall be made, may with the concurrence and approbation of a majority of the whole number of governors, upon such examination, and due proof, suspend or discharge the officer, physician, or surgeon, complained of as aforesaid.

V. At the monthly meeting in June, in each year, the governors shall appoint a *superintendent* ; or *steward*, *matron*, *apothecary*, *clerk*, and

librarian, for the hospital, who shall hold their offices during the pleasure of the governors; a committee of repairs, a committee of the asylum, and a committee of the sinking fund; and also a person or persons, to be chosen by ballot, to supply the hospital with medicines.

VI. At the same monthly meeting of the governors, a committee shall be appointed, to be denominated the "Library Committee," to consist of two of the physicians or surgeons of the hospital, and two of the governors, whose duty it shall be to purchase books, and to take the general care and superintendence of the library.

VII. There shall be a visiting committee, to consist of three governors, to serve three months, one of them to be appointed at each monthly meeting.—There shall also be an inspecting committee to consist of two governors, to serve two months, one of them to be appointed at each monthly meeting.

VIII. At the monthly meeting, in December, in each year, a committee shall be appointed to audit the accounts of the hospital, and to make an inventory of all the real and personal estate belonging to the corporation, a schedule of all the deeds, bonds, &c. in the custody of the treasurer, and a general statement of the accounts; which inventory, schedule, and statement, shall be made up and produced by them, at the next monthly meeting, or the one following: and another committee shall also be appointed to draft the annual report of the state of the hospital to be laid before the legislature. This draft shall be presented to the governors at their next monthly meeting. One physician and one surgeon shall also be appointed to prepare a table of the diseases of the patients in the hospital during the year.

IX. Every committee, whether standing or special, shall report in writing, upon every subject referred to them.

X. At each monthly meeting, the minutes of the visiting committee, of the inspecting committee, and the asylum committee shall be produced, that the governors may be informed of their proceedings.

XI. The governors' room shall be kept solely for the use of the governors, and no other person (except the librarian when necessarily employed in the library) is permitted to use it, without the permission of the visiting committee.

XII. The committee of the sinking fund, to be directed at the monthly meeting in December, to report to the following monthly meeting, a state of the said fund.

CHAPTER V.

Of the Election of Members.

I. Whenever a governor shall propose a person to be elected a member of this corporation, he shall be balloted for at a monthly meeting of the governors; and if there shall be a majority of votes in his favour, he shall be duly elected.

II. If the person so elected, shall at any time previous to his election, have paid into the treasury the sum of forty dollars, he shall, im-

mediately upon his election, be admitted a member of the corporation, and shall receive from the secretary a certificate of such admission, under the common seal. But if such payment has not been made, then the member elect, shall within three months after his election, pay the said sum of forty dollars to the treasurer: and upon the governors being informed that such payment hath been made, they shall order him to be admitted, and he shall receive a certificate, as aforesaid. And unless such payment shall be made within the said three months, the election of the person so making default, shall be void: but the governors may in any particular instance in their discretion, dispense with such payment, and order the member elect to be admitted immediately. No person hereafter elected shall be deemed a member of this corporation, until he shall be admitted as aforesaid.

CHAPTER VI.

Of the Treasurer.

I. The treasurer shall give security, to be approved by the governors, for the faithful performance of his trust.

II. He shall have the custody of all bonds, title deeds, and other papers and documents relating to the property of the corporation.

III. He shall open an account with one of the banks in the city of New-York, in the name of this corporation; and he shall deposit all monies, immediately upon his receiving them, in such bank.

IV. He shall keep a book containing blank checks; and in drawing for money he shall use the said checks, and insert in the margin opposite to them respectively, their amount and dates, and the names of the persons to whom they are payable, and on what account.

V. He shall cause a book to be kept, at the hospital, by the clerk, for the sole purpose of keeping an account with the bank; and he shall cause the clerk to enter in such book, all deposits made, and checks drawn, with their amounts, dates, and the names of the persons to whom they are payable.

VI. The treasurer shall, from time to time, pay such sums as he shall think necessary to defray the expenses of the superintendant's department.

VII. The treasurer shall pay no other monies, without a written order from the visiting committee, or from the committee of repairs, for expenditures in their department.

VIII. The treasurer shall cause to be kept at the hospital, a journal and a ledger, in which shall be contained an account of receipts, an account of expenditures, an account with the bank, an account with the superintendant, and such other accounts as may be necessary.

CHAPTER VII.

Of the Assistant Treasurer.

I. The assistant treasurer shall give security, to be approved by the governors, for the faithful performance of his trust. It shall be his duty to keep all the books of accounts of the new asylum, and to receive and pay all monies received or expended on account of that institution.

II. He shall open an account with one of the banks in the city of New-York, in the name of this corporation, and shall deposit all monies, immediately upon receiving them, in such bank.

CHAPTER VIII.

Of the Secretary.

I. The secretary shall have the custody of the seal of the corporation.

II. He shall attend the meetings of the society and of the governors, and take minutes of the proceedings of each meeting, and see that the clerk transcribes them into a book provided for that purpose.

III. Immediately after the election of governors and other officers, he shall give notice to the different persons elected.

IV. On the day preceding every meeting, stated or special, he shall send notice of the time and place of such meeting to each of the governors.

V. At every meeting he shall read the minutes of the preceding meeting at length.

VI. He shall cause the reports to the legislature, and the annual state of the hospital, to be regularly entered upon the minutes.

VII. He shall furnish certificates to the members of the corporation in the manner prescribed by the by-laws.

CHAPTER IX.

Of the Visiting Committee.

I. The visiting committee shall meet twice in every week, at the hospital. If any member of the committee should be unable to attend, he shall procure some other governor to attend in his stead.

II. They shall receive or reject applicants for admission, as in their discretion they shall think advisable, having regard to the existing circumstances of the hospital; but they shall admit no person without a previous examination by one of the physicians and surgeons, or by the house-physician, or house-surgeon.

III. They shall also determine whether the applicant shall be received as a pauper or pay-patient; and in the latter case, they shall agree upon the price to be paid weekly, and take such security, as they

may deem requisite; but this and the last preceding article shall not apply to the admission of patients in the *lunatic* asylum, which is solely entrusted to the *asylum committee*.

IV. They shall carefully enquire of every pauper, previous to admittance, whether he has arrived at this port within two years; and if that shall appear to be the fact, they shall make a minute thereof in their book, and direct the clerk to enter the name of such pauper, in the book, as an emigrant, and to inquire of the superintendant of the alms-house, the name of the owner of the vessel in which the pauper has arrived, or of his security, which shall be entered on the admission-book, in order that payment may be obtained on the bond given to the corporation of the city of New-York, pursuant to the laws of the state.

V. They shall keep a book of minutes, and enter therein the names of all patients received or discharged, and of such other business as comes before them; which book must be laid before the governors, at every monthly meeting.

VI. They shall give such orders and establish such regulations as they shall think proper, to carry into effect the objects of this institution: provided such orders and regulations are not inconsistent with the charter and by-laws.

VII. On every visiting day, they shall enquire of the physicians and surgeons, or in their absence, of the house-physician, or house-surgeon, whether any of the pauper patients are incurable, or in a condition to leave the hospital; and shall direct all such to be discharged, so that no improper objects be permitted to remain.

VIII. The committee may direct the superintendant to give some relief, in money or clothes, to patients, who, from extreme poverty, or circumstances of peculiar distress, may need such aid at the time of their discharge. But they are to exercise great caution in affording such assistance, lest it should encourage improper or too frequent applications.

IX. If any patient shall go out, without leave, be guilty of drunkenness, profane swearing, or otherwise misbehave, the committee may, at their discretion, discharge him.

X. They shall take care that the patients in each ward are supplied with bibles, and such other religious books, as they may think useful.

XI. They shall have the general charge and care of the property of the hospital; and shall frequently remind the superintendant and other officers of the house, of the necessity of attention, economy, cleanliness, and good conduct in the discharge of their several duties.

XII. Whenever they may think it necessary that a special meeting of the governors should be called, they shall apply for that purpose to the president, or in his absence, to the vice-president.

XIII. In case the house-physician, house-surgeon, or apothecary, shall neglect any of the duties prescribed to him, or refuse to comply with any reasonable request of the superintendant, the visiting committee may suspend the offender, and report the case to the next monthly meeting of the governors; and the vacancy shall be supplied by such person as the committee may appoint.

XIV. The committee shall on each visiting day, insert in a book kept for that purpose, the times of their own attendance, and of that of the physicians and surgeons.

CHAPTER X.

Of the Inspecting Committee.

I. It shall be the duty of the inspecting committee to inquire whether the by-laws, and regulations of the governors relative to the management and economy of the house, are carried into effect.

II. They shall visit the wards and cells in each house, at least once a week, enquire into the behaviour of the superintendant, matron and nurses, toward the patient; examine particularly, whether economy be observed; and as to the cleanliness of the halls, wards, apartments, and beds; whether the floors are frequently washed, and the walls white-washed; whether the bread and other provisions are of good quality; whether the patients are allowed a sufficient quantity; whether they are regularly attended by the physicians and surgeons, and whether the apothecary's shop is kept neat and in good order. They are also to inquire whether any improvements can be made for the greater comfort of the patients.

III. Once in every month, they shall invite the attending physician and surgeon to accompany them in visiting the wards, and in inspecting the apothecary's shop, the surgical instruments, and electrical apparatus, &c.

IV. They shall enquire particularly whether the wards are properly ventilated, so that they be supplied with pure and wholesome air, and shall prohibit the patients from using the fires or stoves in their wards for culinary purposes.

V. At least once in each month, they shall examine the house-physician and house-surgeon, as to the performance of their respective duties, and as to the daily attendance and behaviour of the pupils intended as candidates for the offices of house-physician and house-surgeon.

VI. They shall keep a book of minutes, and enter therein their proceedings and observations, relative to all the objects of their appointment, which book shall be laid before the governors, at every monthly meeting.

CHAPTER XI.

Committee of Repairs.

I. The committee of repairs shall have the general superintendence of the buildings, and other improvements belonging to this corporation; and it shall be their duty to see that all such repairs or alterations as may be directed by the governors, be faithfully and economically executed.

II. They shall report in writing upon every subject referred to them, by the board of governors.

CHAPTER XII.

Of the Physicians and Surgeons.

I. The physicians and surgeons shall make such arrangement among themselves, that the hospital may be attended in the manner hereinafter directed.

II. One physician shall visit every medical patient who may be afflicted with an acute disease, at least once every day, and oftener if necessary; and every medical patient in the hospital, without exception, twice in every week.

III. At such visits, the attending physician shall enquire, whether his directions and prescriptions have been carefully observed. He shall attend to the neatness and ventilation of the wards, and give such directions on those subjects, as may be necessary, to the superintendant. He shall direct the house-physician to report to the superintendant such patients as are in a proper condition to leave the hospital.

IV. One surgeon shall visit the hospital, at least, three times a week, and oftener when necessary, and every surgical patient, without exception, at least once a week. At such visits, he shall attend to the neatness and ventilation of the surgical wards, and give such directions on those subjects, as may be necessary, to the superintendant, and he shall direct the house-surgeon to report to the superintendant such surgical patients, as may be in a proper condition to leave the hospital.

V. The times of their attendance shall be so fixed by the physicians and surgeons, as not to interfere with each other, and so that the students who attend the practice of the house, may accompany them in their visits to the patients.

VI. If any physician or surgeon shall be prevented from attending in his turn, he shall procure some other belonging to the hospital, to attend in his stead.

VII. The attending physician and surgeon shall be present at the regular meetings of the visiting committee, to confer with them on the management of the house, and to examine applicants for admission.

VIII. No capital operation, except in cases of immediate danger, shall be performed, without the previous approbation of at least two surgeons, nor without inviting all the physicians and surgeons belonging to the hospital, to be present at the operation.

IX. No drugs or medicines shall be purchased without a written order, entered by the attending physician or surgeon, or physician of the asylum, in a *pass-book* kept for that purpose.

X. The attending physician and surgeon shall, on the first Monday in every month, inspect the apothecary's shop, and see that it is kept in proper order, and that good medicines are regularly supplied, and shall report all neglects and improprieties on these subjects, whether in the persons furnishing the medicines, or in the apothecary, to the governors, at their next monthly meeting.

XI. Each of the attending physicians and surgeons shall report

in writing to the governors, after his tour of attendance is completed, the general condition of the hospital during that period; and this report shall state, whether the nurses have treated the sick with humanity, and shall contain such suggestions and remarks as shall appear to him to be useful.

XII. At the close of every year, a table of the diseases of the patients in the hospital, including the lying-in ward, and asylum, during the year then expired, shall be made out and duly arranged, in order that the same may be published with the general account of the state of the hospital, which table shall be prepared by one physician and one surgeon, to be appointed for that purpose by the governors.

XIII. Two of the physicians and two of the surgeons of the hospital, to be named by the governors, may give clinical lectures in the hospital. But the governors may withdraw this permission whenever the interest of the institution shall in their opinion require it.

XIV. The physicians and surgeons may recommend persons to be admitted as patients, in like manner as the governors.

CHAPTER XIII.

Of the House-Physician and House-Surgeon.

I. No person shall be appointed to the office of house-physician or house-surgeon, until he shall have obtained the age of twenty-one years; nor until he shall have laid before the governors, satisfactory testimonials of his good moral character, and also a certificate in the following form:

“ We do hereby certify, that A. B. hath been a private pupil of
 “ C. D. a practising physician, (or surgeon as the case may be) for the
 “ space of three years, during which time he has attended the daily
 “ practice of the New-York Hospital for one year, and has attended
 “ one complete course of medical lectures in _____ College.
 “ And we do further certify that on the _____ day of
 “ _____ at a meeting held at the New-York Hospital, to
 “ which all the physicians (or surgeons, as the case may be) of the
 “ said hospital were invited, and at which we were all present, we did
 “ examine the said A. B.—That we believe him to possess skill and
 “ ability to execute the office of house-physician, (or surgeon, as the
 “ case may be) and we do recommend him to the governors for the
 “ said office.” Which certificate shall be signed by, at least, three
 physicians of the hospital, if the candidate is recommended for the
 office of house-physician, and by, at least, two surgeons of the hospital,
 if he is recommended for the office of house-surgeon.

II. Such pupils as intend to be candidates for the said offices, must attend daily, at the same hours with the attending physician and surgeon; and must be present at all operations performed by the surgeons; and shall be considered as *assistants* to the house-physician and house-surgeon.

III. The house-physician and house-surgeon shall visit the wards once, at least, every morning and evening ; and be prepared to report a state of the patients to the visiting physicians and surgeons. They shall see that the medicines sent to the sick are regularly taken, and that they are administered with care and neatness, and without delay.

IV. No medicines, wine, or spirits shall be prescribed or administered to the patients, nor any surgical operation performed, (except in cases of emergency) without the special direction of the attending physicians or surgeons ; to whom such cases, when they occur, shall be immediately reported.

V. In any medical or surgical case of emergency, the house-physician and house-surgeon shall request the immediate attendance of the attending physician or surgeon, and if he cannot be found, of any other of the physicians or surgeons of the hospital.

VI. They shall not remove patients from one ward into another, without the approbation of the superintendant.

VII. It shall be their duty to report the disease, of which any patient dies, to the clerk, in order that the register may be regularly kept.

VIII. They shall report, in writing, to the superintendant, such patients as may, under special circumstances, have been received, during his absence, that he may lay the same before the visiting committee, at their next meeting.

IX. Neither the house-physician nor house-surgeon shall discharge a patient ; this being the exclusive duty of the superintendant.

X. They shall not be absent at the usual hours of attendance of the physicians and surgeons, and whenever either of them goes out, he shall leave notice with the superintendant or matron, where he may be found ; and in no case shall both of them be absent at the same time, except in attending the regular medical and surgical lectures given in this city, and for which purpose, permission must first be obtained from the board of governors. They must be in the hospital, at a seasonable hour in the evening, and never sleep out of the house.

XI. They shall not engage in any other business than that of the hospital ; nor shall they practice out of it, except that, with the approbation of the visiting committee, they may attend such out-door patients, as are under the care of the hospital.

XII. It shall be the particular duty of the house-physician to keep the electrical and galvanic apparatus always in perfect order, and faithfully to apply them when directed.

XIII. The house-surgeon shall have charge of all surgical instruments belonging to the house, and shall be responsible for them and for their good order. He shall keep an account of them, stating when, and from whom they were received, and their prices ; and shall never suffer them to be lent or used out of the house.

XIV. It shall be the particular duty of the house-physician or house-surgeon, (as the case may be, medical or surgical) to attend to the faithful application of the baths, at the temperature, and in the manner prescribed by the attending physician or surgeon.

XV. The house-physician, with the aid of his assistant, under the direction of the attending physician, shall keep a register of all medical cases which occur in the hospital, and which the latter shall think worthy of preservation, which book shall be neatly bound, and kept in the library for the inspection of the friends of the patients, the governors, physicians and surgeons, and the students attending the hospital. In this register shall be entered the name, age, and occupation of each patient, the probable cause and history of his disease, the remedies used before and after his admission, the name of the attending physician or surgeon, his daily reports on the case, the termination of the disease, either in recovery, relief, or death, and such other circumstances as may tend to illustrate the case, and the nature of the disease.

XVI. The house-surgeon, with the aid of his assistant, under the direction of the attending surgeon, shall keep a similar register of surgical cases, and shall record all operations therein.

CHAPTER XIV.

Of Students, admitted to see the Practise of the House.

I. Any student of medicine, upon paying to the treasurer ten dollars, may receive a ticket entitling him to visit and see the practise of the house, for one year, subject to the regulations of the hospital.

II. Any student of medicine, upon paying the sum of two dollars and fifty cents, shall be entitled to the use of the library, for one year, subject to the regulations of the hospital for the time being.

III. Three students of each of the physicians and surgeons of the hospital, shall be entitled to receive from the treasurer, *gratis*, a ticket admitting him to see the practise of the house, and to the use of the library, for one year, on his producing to the treasurer a certificate from the physician or surgeon, stating that the student is regularly entered with him as a student for at least two years.

IV. No student shall be entitled to visit the *lunatic* asylum, without leave from the physician of the asylum, or one of the asylum committee.

V. No student shall be entitled to attend the hospital, except at the hours of prescription or operation. Every student shall produce his ticket to the porter, at the gate, and shall behave respectfully to the superintendant and matron, and with decency and propriety to the patients. And if any student shall infringe any of the regulations of the hospital, or be guilty of profane swearing, indecent or improper conduct, it shall be the duty of the superintendant to report him to the visiting committee, who may give orders to exclude him, in future, from the hospital. And that he may be informed of the regulations to which he is subject, every student shall be furnished by the treasurer with a copy of this by-law.

CHAPTER XV.

Of the Apothecary.

I. The apothecary shall compound and make up all medicines prescribed, agreeably to the formulæ from time to time directed by the physicians and surgeons of the hospital. He shall deliver no medicines which are not ordered by the attending physicians or surgeons, and shall permit no medicines to be carried out of the house, except to outdoor patients. He shall put up the medicines intended for each ward separately, and shall annex to them labels, containing the names of the patients for whom they are respectively prescribed; and, when necessary, directions for taking them. And he shall send them to each ward by the orderly man, to be by him distributed to the patients.

II. He shall regularly attend the shop, and never be absent, without the superintendant's permission. He shall keep the shop, and every thing appertaining to it, clean and in perfect order. He shall carefully observe economy in every thing relating to his department; be particularly prudent and careful in the delivery of medicines, and permit no patient to enter the shop unnecessarily.

III. He shall cause all articles purchased for his department, to be immediately entered, by the persons of whom they are purchased in a pass-book provided for that purpose, with the date, quantity, kind and price of the articles.

IV. He shall keep a book, in which the attending physician or surgeon shall enter his directions for the purchase of medicines, &c. with the date and quantity to be purchased, and signed with the initials of his name. And the apothecary shall purchase of the persons appointed for that purpose by the governors, and of none other, the articles so ordered; but he is strictly forbidden to purchase any thing, except in pursuance of such directions previously entered as aforesaid.

V. No person shall be appointed apothecary, unless he is twenty-one years of age, nor until he has produced sufficient testimonials of his good moral character, and has obtained a certificate, signed by at least two physicians and two surgeons of the hospital, in the following form: "We do hereby certify, that at a meeting, held at the New-York Hospital, on the day of 18 to which all the physicians and surgeons of the said hospital were invited, and at which we were all present, we did examine A. B., and did find him competent to execute with propriety, the office of apothecary of the said hospital. And we do recommend him to the governors for that office."

VI. The apothecary shall give a bond, in the penalty of two hundred and fifty dollars, for the faithful performance of the duties of his office, and that he will not cease to perform the duties of his office, without giving two months notice of his intention to leave his employment.

CHAPTER XVI.

Of the Superintendant or Steward.

I. The superintendant shall be the steward of the hospital. He shall have the general charge of the hospital with the lunatic asylum; and see that the regulations of the governors, and the directions of the visiting committee are carried into effect.

II. He shall purchase, under the direction of the visiting committee or treasurer, fuel, provisions, and all other stores, for the use of the hospital, except medicines.

III. He shall keep, under his key, all wines, spirits, sugar, molasses, unmade linen, and blanketing, and all other stores and necessaries.

IV. He shall see that the outer-gates are locked, at a seasonable hour every evening.

V. He shall suffer no patient to go out of the house, without his special permission.

VI. He shall visit every ward, at least, once a day, and oftener, if necessary.

VII. He shall have power to hire and dismiss all the nurses and servants employed in or about the hospital; subject, however, to such orders as the visiting committee shall think proper to give. And it shall be his duty to discharge all such of them as shall be guilty of profane swearing, drunkenness, bringing spirituous liquors clandestinely into the house, or other gross misconduct. And he is to report his proceedings on all these subjects to the visiting committee.

VIII. He shall take particular care that no wine or spirits are used in the hospital, except by the direction of the physicians or surgeons, for the use of the patients.

IX. He shall cause the hospital to be completely white-washed every spring and autumn; and the walls of every ward to be white-washed four feet upwards from the floor, once in winter; and at least once in July, and in each of the two succeeding months.

X. He shall appoint in each ward one of the most discreet patients to read the Bible to the other patients, and he shall see that it is read conformably to the regulations respecting patients; and where any patient is dangerously ill, he shall inquire of him, whether he is desirous to converse with any religious person; and shall invite the person desired by the patient to attend; and while such person is present, shall see that the other patients in the ward, behave with decorum.

XI. When a patient is discharged, the superintendant shall cause his name to be entered in the book provided for that purpose, mentioning him as cured, relieved, incurable, eloped, or disorderly.

XII. On the decease of a patient, the superintendant shall cause his name, and the time of his decease to be entered in the register, the body to be conveyed, as soon as conveniently may be, to the dead-house, and there safely kept, until delivered to the hearse, or to the friends of the deceased, for interment; and he shall be particularly responsible for the execution of this duty.

XIII. If the house-physician, house-surgeon, clerk, apothecary, students attending the house, or other persons belonging to it, shall use profane language, disregard the by-laws and regulations, or otherwise misbehave, it shall be the duty of the superintendant to report the offenders, in writing, to the visiting committee.

XIV. When a patient dies, leaving clothes, or other articles of value, the superintendant shall report the same to the visiting committee, who shall make a minute of such report in their book, and give him the necessary directions.

CHAPTER XVII.

Of the Matron.

I. The matron shall visit the wards in the house and asylum, every day, and see that they are properly attended by the nurses.

II. She shall oversee all the female patients and servants, and take care that the wards, apartments, beds, clothes, linen, and other things are kept clean. All the patients, nurses, and servants, must be obedient and submissive to her.

III. The female nurses must not be absent without leave of the matron.

IV. She must take care of all the household goods and furniture.

CHAPTER XVIII.

Of the Clerk.

I. It shall be the duty of the clerk, on the day following each meeting of the governors, to enter in their journal, a fair copy of the minutes taken by the secretary, together with such reports and other papers, as the secretary shall direct.

II. He shall furnish the chairman of every committee appointed by the governors, with a copy of the minute relating to their appointment, and he shall notify every person appointed on each of the standing committees, of their appointment.

III. He shall enter in the book for recording ordinances, all by-laws that may, from time to time, be passed by the governors; and such entry shall be made by him immediately after the passing of said by-law. He shall also enter in the book for recording ordinances, all orders enjoining special duties to be performed by any of the standing committees, or by any of the officers or servants of the hospital, which orders must be recorded in a part of said book separate from the by-laws.

IV. He shall transcribe, under the direction of the secretary, such minutes of the governors, as may relate to the visiting committee, into their book of minutes, and he shall copy all minutes of that committee on the day of their meeting; and shall enter in the register, kept for that purpose, the admissions and discharges of patients, immediately after they have been received or discharged; and enter such medical

or surgical cases in the registers kept in the house and asylum, as may be required.

V. He shall keep the books of accounts, and collect all monies due from pay-patients, in such manner as the treasurer may direct.

VI. He shall, every three months, furnish the secretary with the names of such seamen as die in the hospital, to the end that they may be published.

VII. He shall lay on the table, in the governors' room, at every monthly meeting, the following books, viz. the Journal or Minutes of the Governors; the Minutes of the Visiting Committee; the Minutes of the Inspecting Committee; the Minutes of the Asylum Committee; the Book of By-laws; the Book containing the orders of the Attending Physician or Surgeon; the Book containing the Minutes of the attendance of the Visiting Committee and of the Physicians and Surgeons; the Book in which is entered the Medicines purchased for the Hospital; the Bank Book, and the Ledger.

CHAPTER XIX.

Of the Orderly-Man.

The visiting committee shall appoint an orderly-man, who shall assist in the apothecary's shop, in all things appertaining to that department. When not occupied in the apothecary's department, he shall perform any services for the benefit of the hospital, required of him by the superintendant, house-physician, and house-surgeon.

CHAPTER XX.

Of the Patients.

I. No patient shall leave the house, unless by permission of the superintendant; nor play at any game of hazard within the hospital; nor introduce any spirituous liquors into the house.

II. No patient shall enter the kitchen, or any of the servants' apartments, under any pretence whatever, except by order of the superintendant or matron.

III. No male patient shall go into the womens' apartments, or wards, nor any female patient into those of the men.

IV. No patient shall smoke tobacco in the house, except with the consent of the attending physician or surgeon.

V. Such patients as, in the opinion of the attending physician or surgeon, are able, shall assist in nursing others, washing and ironing the linen, washing and cleaning the rooms, and in such other services, as the superintendant or matron may require.

VI. On Sunday, at ten o'clock in the morning, and at three in the afternoon, a patient in each ward (to be appointed by the superintendant) shall read some chapters in the Bible to the patients, who are to

attend thereto with decency and sobriety; and it is also recommended to the patients, as often as circumstances will permit, to read the holy scriptures themselves, on other days of the week.

VII. If any patient shall not conform to the foregoing regulations; or shall use profane or indecent language, or get drunk, or behave rudely, or indecently, the superintendant shall make report thereof to the visiting committee; who may discharge such patient; or, with the consent of a governor, the superintendant may immediately discharge him,

VIII. No officer or servant of this institution, shall accept any gift or bequest from any patient, except with the approbation of the visiting committee.

CHAPTER XXI.

Of the Admission of Patients.

I. Any governor, physician, or surgeon of the hospital may recommend patients to be admitted, but the visiting committee may refuse or admit patients so recommended, at their discretion.

II. In any extraordinary or pressing case, where great inconvenience would result from waiting for the approbation of the visiting committee, any governor, physician, or surgeon of the hospital, may direct the superintendant to receive a patient immediately. And in case of sudden accidents, the superintendant may receive patients without a recommendation. But the superintendant must give early information of every such case to the visiting committee, who, may permit the patient to remain in the house, or not, as shall appear to them discreet and proper.

III. When the patient's case requires immediate admittance, the governor, physician, or surgeon recommending him, is to add to his recommendation the following directions: "The superintendant is desired to receive the person above recommended, until the visiting committee attend."

IV. Inhabitants of the state, not resident in the city of New-York, to be admitted into the hospital, must be recommended by a justice of the peace, and at least one overseer of the poor of the town in which they reside; and they must bring with them cases of their diseases drawn up by a physician or surgeon.

V. No persons shall be admitted whose cases are judged to be incurable, nor any whose cases do not require the particular benefits of an hospital; nor shall any who have the small-pox, or measles, be received into the house.

VI. Young children shall not be received with their mothers, unless such children are also patients.

VII. Patients unable to pay for their board and maintenance, may be received, as paupers; but such as are able to pay for the same, in part or in whole, shall be received as pay-patients, on such terms as may be agreed on by the visiting committee, who are to take sufficient security for their performance.

VIII. The applicants must attend at the hospital, on a Tuesday or Friday, in order to be examined by the attending physician or surgeon.

Form of Recommendation.

New-York, day of one thousand eight hundred
 I recommend to be admitted into the
 New-York Hospital if shall appear to you a proper ob-
 ject, after having been examined by the physicians or surgeons.
 To the visiting committee
 of the New-York Hospital.

Form of Security for Pay Patients.

being admitted a patient in the New-York Hos-
 pital, at my request, I, A. B. residing at No. in street,
 do hereby promise to provide with sufficient clothing
 while there ; to pay to the Treasurer of the said Hospital
 per week for board, during continuance there, to cause
 to be removed when discharged, and to pay the expense of
 burial, if die there. Witness my hand the day of
 18

IX. Nothing in this chapter shall apply to the admission of lunatic patients.

CHAPTER XXII.

Of the Lying-in Ward.

I. Any governor, physician or surgeon of the hospital, and any subscriber to the lying-in hospital, may recommend patients to this ward, who shall be received or refused admission, in like manner as prescribed for other patients.

II. When an unmarried patient is admitted, particular care must be taken by the visiting committee, that security is given for her maintenance, or that application be made to the proper magistrates to obtain payment for the same.

III. Every pay-patient admitted into the ward, shall pay to the superintendant, in advance, such sum as the visiting committee shall direct, or else shall give security for the payment of it, according to the following form :

“ A. B. being admitted into the lying-in ward of the New-York
 “ Hospital at my request, I, C. D. do hereby promise to provide her
 “ with clothing sufficient for her, and her child’s use while there ; to
 “ pay to the treasurer of the said hospital dollars per week,
 “ for her board during her continuance there, and in case of her, or
 “ her child’s death, to pay the funeral charges.”

IV. No infant shall be permitted to be taken from the hospital without being previously vaccinated.

V. No patient shall remain in the ward more than four weeks, after her delivery, but in cases of emergency.

VI. Such patients as are able, shall assist in nursing others; in washing and cleaning rooms; and in such other services as the matron or nurse shall require.

VII. The nurse of the lying-in ward shall take the utmost care to preserve cleanliness and decency.

VIII. She shall be present at every delivery, and have in readiness every thing necessary for the comfort of the mother and child.

IX. The house-physician and the house-surgeon shall alternately attend the delivery of the women received in the ward, and shall, in all cases give immediate notice thereof to the attending physician or surgeon, and whose duty it shall be to attend when any thing extraordinary occurs; but when the labour is natural, they may be present or not, as they think proper.

X. Not more than one of the assistants shall be present at any delivery, except in extraordinary cases, when the attending physician or surgeon may exercise his discretion, in admitting pupils or students to be present.

XI. Female pupils may be admitted, on the recommendation of a governor of this hospital, or of the lying-in hospital, or of a physician or surgeon of this hospital, and with the consent of the visiting committee, for the purpose of receiving instructions in the art of midwifery; and they may, at their option, reside in the house, during the pleasure of the governors, paying to the treasurer three dollars a week, for board, during their continuance in the house.

XII. The house-physician shall regularly record in a book, to be kept for that purpose in the library, every delivery in extraordinary cases, with the circumstances relating to the same.

XIII. The house-physician shall make a register of all births, containing the name of the mother, her age, if married, or single, her place of abode, the time of her admission, and discharge, date of the child's birth, and sex, and the name of the child.

CHAPTER XXIII.

Of the Lunatic Asylum.

I. The building erected for the benefit of lunatics, shall be denominated the "Lunatic Asylum," and appropriated solely for the reception of lunatics.

II. The physician of the asylum shall attend the same, at least three times every week, and oftener, if necessary.

III. The asylum committee shall have the same powers, and perform the same duties, with relation to the asylum, as those of the visiting committee with relation to the hospital; except that all purchases for the use of both houses are to be made by the superintendent, or visiting committee.

IV. The asylum committee shall appoint a proper person to be keeper of the asylum, and also a female keeper.

V. The keeper shall perform the duties of the superintendant, and under his direction, so far as relates to the asylum.

VI. The servants employed in the asylum, shall be appointed and discharged by the asylum committee.

VII. Medicines shall be sent from the apothecary's shop to the asylum, in like manner as they are sent to the wards, under the direction of the physician to the asylum.

VIII. None but pay-patients are to be received into the asylum.

IX. The asylum committee may admit patients into the asylum, without any recommendation, upon such terms as they shall think reasonable; but before the patient is received, the committee shall take security, or payment in advance, for the expenses and maintenance of such patient, the charges of burial, in case of death, and of removal, in case the patient is sent back to his or her friends; and whenever a patient is sent to the asylum, it is recommended that a statement of his case, drawn up by a physician, or some of his friends, should be sent with him, for the information of the physician of the asylum.

X. No patient shall be received from the alms-house, without a written request to admit him from the superintendant thereof. And such patient, when discharged, shall be returned to the alms-house, and a certificate, by the physician of the asylum, of the state of his case shall be sent with him.

XI. Lunatics sent by the overseers of the poor of any town in this state, may be received on the same terms as those sent by the city and county of New-York. But the asylum committee shall take security for the payment, and for the expenses, of sending the patient back to the town, when discharged.

XII. Every such patient when discharged, shall be sent back to the town from which he was received, and a certificate, like that mentioned in the tenth section, shall be sent with him.

XIII. A register shall be kept by the keeper, under the direction of the asylum committee, in which he shall record the admission and discharge of all patients, with such other matters as the committee may think proper.

XIV. No visiter shall be admitted into the asylum without permission from a governor, physician, or surgeon of the hospital, or from the superintendant; nor at any other than at such stated hours, as shall be from time to time appointed for that purpose, by the asylum committee. And the physician of the asylum may absolutely prohibit all visitors from such patients as he thinks proper, or allow them, under such restrictions as he shall judge necessary.

XV. The physician of the asylum shall cause to be kept a register, in which shall be entered every case under his care, the name, age, place of residence, and occupation of the patient, the probable cause and history of his disorder, the remedies used, the termination of his disease; and such other circumstances as may tend to elucidate the case, and the nature of the disease—which register shall be kept in the asy-

him, under the care of the committee, who shall provide a proper book for that purpose ; and they shall cause all special and remarkable cases to be entered, at the end of every three months, by the clerk of the hospital, in a book, to be kept in the library ; and in all cases where it may be thought proper, the names of the patients or parties may be omitted.

CHAPTER XXIV.

Of the Library.

I. Before the librarian enters on the execution of his office, he shall give sufficient security, to be approved of by the visiting committee, in a sum, not less than two hundred and fifty dollars, that he will indemnify this corporation, for any loss or damage which may be sustained by his negligence or misconduct, as librarian.

II. The librarian shall keep every work in the library, plainly numbered on a label on the back, and also on the inside of every volume ; and he shall cause to be written or printed on the title page of each volume, " The Property of the New-York Hospital."

III. He shall keep an accurate catalogue of the books in the library, containing the title, author, size, number, and number of volumes of each work. He shall keep a book containing printed receipts ; and every person who shall borrow a book from the library, shall sign a receipt for the same.

IV. The librarian shall annually account for the library, to the visiting committee, or to the library committee.

V. Books shall be taken from the library on such days only, as the library committee shall direct ; and at hours not interfering with the visiting committee, or the attending physician or surgeon : but a governor, physician, or surgeon of the hospital, may borrow books from the library, at any time.

VI. Books may be loaned from the library, only to the governors ; to the physicians and surgeons ; to their private pupils, subject to the regulations and restrictions contained in the ninth section ; to the house-physician, house-surgeon, apothecary, and other officers of the hospital ; to those physicians and surgeons, who may have formerly been physicians or surgeons to the establishment ; to those who may have served in the hospital, in the capacity of house-physician or house-surgeon, for twelve months, to the satisfaction of the governors, on the conditions and under the regulations directed in the ninth section ; to persons to whom the privilege has been specially granted by the governors ; and to those who shall acquire it in the manner prescribed in the next succeeding section. Every other person admitted to the use of the library, shall pay to the treasurer five dollars, for which he shall receive a ticket expressing that he is entitled to the use of the library for one year.

VII. Every person who shall make a donation to the library, of books on medicine, surgery, or such subjects as are connected with medicine and surgery (to be approved of by the library committee) to the amount of twenty-five dollars, or who shall pay to the treasurer the

same amount in money, shall be entitled to the use of the library, under the regulations provided as to students.

VIII. Of voluminous collections of distinct books or papers, no person shall be allowed to have out more than one volume, at one time; nor shall any person, except a governor, physician or surgeon of the hospital, take out more than a single volume, at one time, of any kind.

IX. No student shall take out any book, without previously depositing with the librarian, a sum of money, amounting, at least, to one third more than the value of the whole work to which the volume belongs: but a student may be relieved from the necessity of making such a deposit, by leaving with the librarian, an engagement signed by some respectable, permanent resident in the city, in the following form:

“A. B. being permitted to use the library belonging to the Society of the New-York Hospital, I do hereby promise to pay to the treasurer of the said Society, all such fines and forfeitures, as the said A. B. may become liable to, by virtue of the by-laws and ordinances of the said Society relating to the library. Dated the day of 18 .”

X. With respect to the following works, viz.:

Medical Commentaries and Annals of Medicine; Physical Essays of Edinburgh; Medical Observations and Inquiries of London; all Memoirs of Medical or Philosophical Societies, Journals, Repositories, Reviews, and Magazines; and all such other works as the library committee shall direct, when a deposit is to be made, its amount shall be only five dollars for one octavo volume, and ten dollars for a quarto.

XI. A folio may be kept out four weeks; a quarto, three weeks; an octavo or duodecimo, two weeks; and if any volume is detained longer, the person who took it out shall pay a weekly fine of twenty-five cents for every week beyond the time above specified, until it is returned.

XII. If a book shall not be returned within three months, it shall be considered as lost, and the person who took it out shall forfeit his deposit if he has made any; and if not, then a sum equal to what the deposit would have amounted to, if any had been made.

XIII. If any person shall lose one or more volumes of any set of books, he may give to the library a new set equally good with the former; and shall thereupon receive the remainder of the broken set: but unless he immediately does this, he shall incur the forfeiture mentioned in the last foregoing section, and the imperfect set shall be retained.

XIV. The books marked thus* in the catalogue, shall be read in the library only; and students may be admitted into the library to peruse those books, but on no other account whatever. The register of cases, or any other manuscript books, are not to be taken out of the library, without the special permission of the governors.

XV. When any book is damaged, the librarian shall report the fact to the library or visiting committee, who shall determine the fine to be paid by the borrower.

XVI. Every person who shall refuse or neglect to conform to the regulations contained in this chapter, may be refused the further use of the library, by the library or visiting committee.

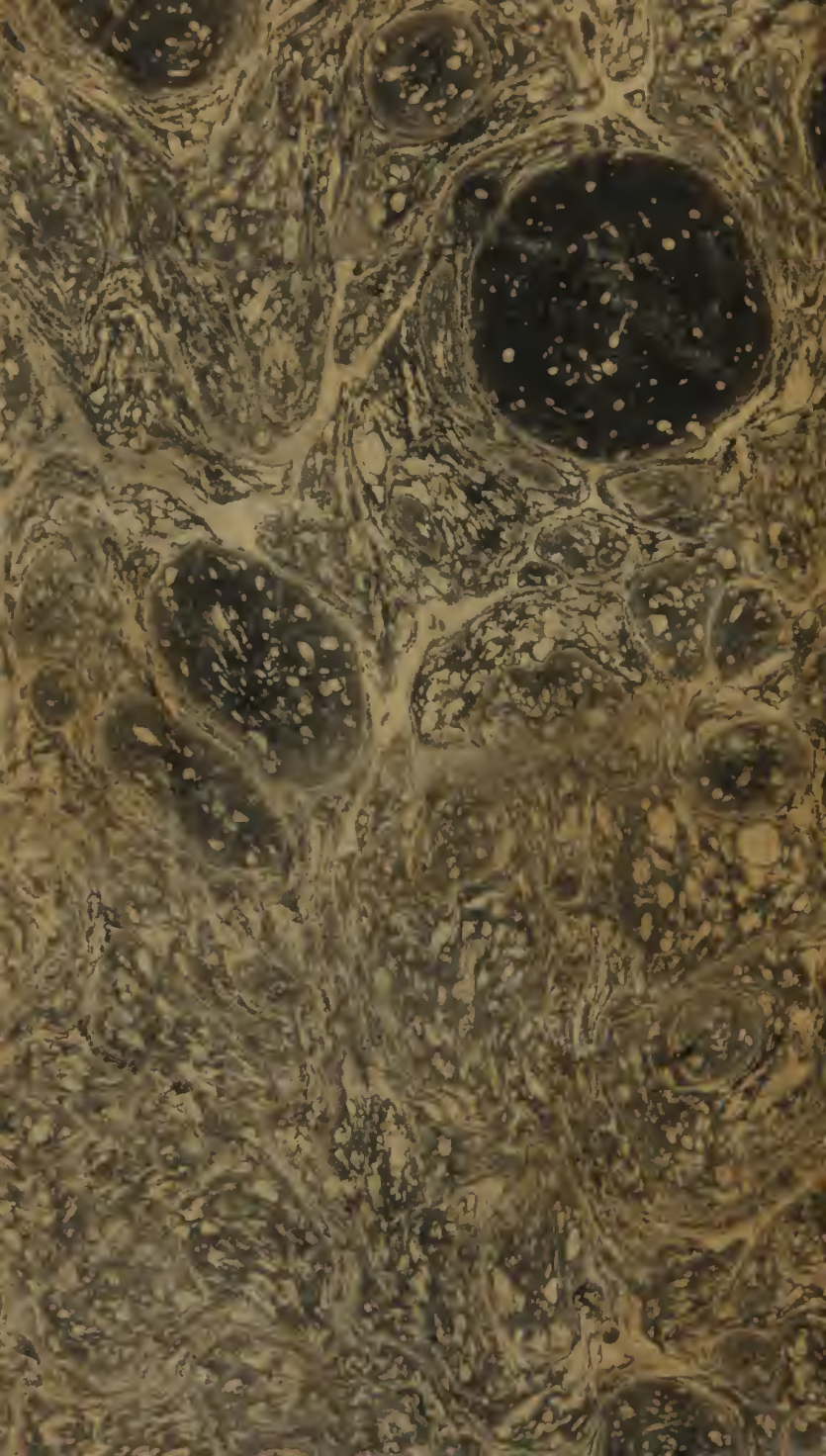
XVII. When any misunderstanding takes place on the subjects pro-

vided for in this chapter, it shall be decided by the library or visiting committee.

XVIII. All fines and forfeitures imposed in this chapter, are appropriated to the use of the library. The librarian is to collect and pay them over to the order of the visiting committee, to whom he is also to render an account every month, of such as have been incurred.

CHAPTER XXV.

No alteration or amendment shall be made to the by-laws, without notice thereof being given at least one month.



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